

Claimant's Name:

Claimant's Title:

CAO

Period Covered

Nov-18

											Paid by Municipality		
Date Expense Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Amount	Travel Expense Amount	Tips on Meals	kms driven	Mileage calculated @ 0.4415	Meals Breakfast Lunch D		Dinner	*Other Expenses			Notes
											Credit Card	Invoice	
	NSFM Conference									-	-	-	-
										-	-	-	-
11-06-18	Baton Rouge Restaurant			7.63					50.89	-	-	-	-
11-07-18	Café Chianti			10.18					55.20	-	-	-	-
										-	-	-	-
11-14-18	NSFM Conference Registration									-	-	556.98	-
										-	-	-	-
11-27-18	Westin/NSFM Conference									-	585.13	-	-
										-	-	-	-
11-20-18	Rural Internet Session									-	-	86.24	-
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		-	-	17.81		-	-	-	106.09	-	585.13	643.22	

Total Expenses: 1,352.25

1,352.25

Paid by Municipality

Less amount paid directly by municipality:

Notes:

 $Travel\ expenses\ include,\ but\ are\ not\ limited\ to\ accommodations,\ transportation\ and\ incidentals$

Professional development expenses include, but are not limited to course registration fees

Business purpose of an expense include, but are not limited to: conferences, meetings, municipal events, professional development

Alcohol cannot be expensed by an individual to a municipality

*Municipalities are required by the MGA to report travel, meals and professional development expenses. Municipalities may choose to report other expenses.